

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
FEBRUARY 13, 2008**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, February 13, 2008 in the City Hall Commission Chamber.

CALL TO ORDER

Chairman Ed Williams called the meeting to order at 9:08 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Chairman/Planning Director Ed Williams, City Manager Mike Bollhoefer (*tie breaker*), Assistant City Manager Marshall Robertson, Utilities Director Charlie Tinch, Public Works Director Designee Don Cochran, and City Engineer Art Miller.

Non-voting Attendees: Economic Development Director Dolores Key, Assistant City Attorney Dan Langley, City Attorney Kurt Ardaman, and Fire Marshall Tom Anderson.

Others: Executive Assistant to City Manager Andrea Vaughn, Planner Regina McGruder, and Planning Technician Lorena Blankenship.

Absent: Assistant City Engineer Mike Kelley and Fire Marshall Tom Anderson.

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held January 09, 2008. These minutes were originally approved at the last DRC meeting, but because of a transcriptionist error they are being presented before the Committee for re-approval.

Motion by City Engineer Miller to approve the above minutes. Seconded by Public Work Director Designee Cochran, the motion carried unanimously 5-0.

Approval of minutes from regular meeting held January 24, 2008.

Motion by City Engineer Miller to approve the above minutes. Seconded by Public Work Director Designee Cochran, the motion carried unanimously 5-0.

DRC BUSINESS

2. Dillard Commons, Site Plan

John Kirby and Chris Abbott, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the January 23, 2008 letter from **Planning and Zoning Department** were acknowledged and addressed.

Comments included in the January 16, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Mr. Miller stated that the applicants need to submit a Pre-Plat application.

Comments included in the January 11, 2008 memorandum from **Assistant City Engineer Kelley** (storm water issues) were acknowledged and addressed.

Comments included in the January 18, 2008 e-mail from the **Fire Department** were acknowledged and addressed.

Motion by City Engineer Miller to place the Site Plan on the next available City Commission meeting provided the applicant resubmits revised plans addressing all City Staff conditions and a Pre-Plat application within 3 days following this meeting, by noon on Monday February 18, 2008. Seconded by Utilities Director Tinch, the motion carried unanimously 5-0.

3. Setra of North America - Site Plan

David Clutts, John Kruszeski, Donald Hornino, Jack Farrell, and Paul Conover, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the January 29, 2008 letter from **Planning and Zoning Department** were acknowledged and addressed. Discussion took place concerning comment # 2, dumpsters will need to be buffered with large tall growing bushes such as red tips and a masonry wall with appropriate landscaping. The applicants and the committee also discussed the location of the dumpsters. Discussion took place concerning comment # 3, provide a landscape plan for all proposed landscape improvements and plantings that identifies the grade, spacing, size and name of proposed landscape materials.

Comments included in the January 16, 2008 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place regarding comment # 03; fire protection system: show Point of Service (POS) for fire protection system (existing). All work downstream of the POS shall be performed by a licensed fire sprinkler contractor.

Comments included in the January 18, 2007 memorandum from **Assistant City Engineer Kelley** (stormwater issues) were acknowledged and addressed. Discussion took place in regards to comment # 2, the developer needs to provide copies of permits/exemptions from SJRWMD and from FDEP for water/wastewater for the project.

Comments included in the January 28, 2008 memorandum from the **Fire Department** were acknowledged.

Comments included in the January 23, 2008 memorandum from the **Building Official** were acknowledged.

Motion by City Engineer Miller to place the Site Plan on the next available City Commission meeting provided the applicant resubmits revised plans addressing all City Staff conditions (see attached) to the Planning and Zoning Department within 3 days following this meeting (by noon on Monday, February 18, 2008). Seconded by Public Works Director Cochran, the motion carried unanimously 5-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:32 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Lorena Blankenship